

**DEPARTMENT OF HEALTH SERVICES**

714/744 P STREET  
P.O. BOX 942732  
SACRAMENTO, CA 94234-7320  
(916) 327-5425



December 21, 1999

TO: Prospective Applicants

SUBJECT: REQUEST FOR APPLICATION (RFA) #00-101  
COMMUNITY INTERVENTIONS FOR SPECIAL POPULATIONS  
ADDENDUM NO. 1

On December 6, 1999, the California Department of Health Services, Tobacco Control Section (CDHS/TCS) released RFA #00-101 entitled "Community Interventions for Special Populations." Since the release of the RFA, some changes were made and now need to be incorporated into your copy of the RFA.

Listed below are the replacement pages for your copy of the RFA. Please discard the original pages and insert the replacement pages. The shaded area indicates the changes.

Page Number

1	Introduction
15	Administrative and Program Expectations, Item No. 13
25	Application Instructions, Instruction No. 9d.
42-43	Required CDHS/TCS Training/Conferences
	(1) New Grantee Orientation
	(3) Trainings/Conferences Required by CDHS/TCS and Statewide Contractors.

We apologize for any inconvenience that these changes may cause.

Should you have any questions regarding this addendum, please contact Helen Y. Wong, Contract Manager, TCS, at (916) 324-3268.

***Original Signed by Dileep G. Bal, M.D.***

Dileep G. Bal, M.D., Chief  
Cancer Control Branch

cc: Local Lead Agencies  
Regional Community Linkage Projects  
Ethnic Networks  
Competitive Grantees

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## I. INTRODUCTION

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### A. Purpose

The purpose of this Request for Application (RFA) is to seek applications from California non-profit agencies to conduct community tobacco control interventions that address needs specific to special populations that are disproportionately targeted by the tobacco industry or experience disproportionately high rates of tobacco use. For the purposes of this RFA, special populations are defined by characteristics other than age, occupation or geographic location. They may include California's four major ethnic populations (African American, Hispanic/Latino, Asian Pacific Islander and American Indians), socio-economically disadvantaged populations, women, Eastern European and other immigrants, gay/lesbian communities and others. It is the responsibility of the applicant to adequately demonstrate the special population identified is disproportionately targeted by the tobacco industry and/or experiences a disproportionately high use of tobacco, as demonstrated by credible and scientific data resources. Please refer to Section VII, Application Instructions, item E.1. of this RFA for further information.

The California Department of Health Services/Tobacco Control Section (CDHS/TCS) will give first funding priority to the four major ethnic groups by reserving the right to award a minimum of two applicants within the African American, Asian Pacific Islander, American Indian, and Hispanic/Latino population groups prior to awarding funds to other special population applicants.

This RFA will **not** fund efforts which address or include the following areas or activities: 1) a sole focus on provision of tobacco cessation services; 2) social sources of tobacco; 3) merchant education to decrease illegal tobacco sales, unless as part of implementing new tobacco control ordinances or policies or within designated tribal lands; ~~4) websites;~~ ~~5) 4) smoke-free pledges to reduce exposure to environmental tobacco smoke (ETS) in homes and vehicles, and~~ ~~6) 5) planning objectives.~~

### B. Background

In November 1988, California voters approved the Tobacco Tax and Health Promotion Act of 1988 (Proposition 99) which added a 25 cent tax to each pack of cigarettes sold in the state. These additional tobacco taxes were earmarked for tobacco-related research, health education, promotion, and health care.

The enabling legislation for Proposition 99 includes Assembly Bills (AB) 75, 99, and 3487, and Senate Bills (SB) 99, 816, 493, and the annual State Budget. These bills provide legislative authority for programs administered by CDHS/TCS to:

- conduct health education interventions and behavior change programs at the state level, in the community, and other non-school settings;

all direct and indirect expenses related to this grant. These records shall be kept and made available for three (3) years from the date of the final grant payment.

7. Grantees are to obtain an annual single organization-wide financial and compliance audit. CDHS/TCS will reimburse the grantee for its proportionate share of the audit expense.
8. Grantees are required to obtain prior approval from CDHS/TCS before they are reimbursed for any purchase order, subcontract, or consultant agreement costing \$5,000 or more. Three (3) competitive bids are required as well as other documentation of the bid process. This information along with the proposed subcontract or consultant agreement must be submitted to CDHS/TCS for approval prior to reimbursement of such expenses.
9. Grantees are to have a procedure designating a person within their agency or organization who may sign payroll time sheets, requisitions, and invoices.
10. Grantees are to maintain accurate records regarding program implementation, which document the number of people served, materials developed, activities conducted, etc. It is expected that these documentation records may include, but will not be limited to logs, sign-in sheets, meeting minutes, survey and evaluation data, etc. It is recommended that the grantee set up documentation files by objective or major activities. Planning minutes, media outreach, and sign-in sheets, etc., should be filed in the objective-specific file as activities are completed.
11. Grantees are to have sufficient personnel to submit to CDHS/TCS timely, accurate, and complete progress reports every six (6) months using the forms and format provided by CDHS/TCS.
12. Grantees are to have adequate personnel to insure timely submission of accurate invoices and maintain the fiscal integrity of the grant.
13. Grantees and all subcontractors should be aware that the State shall be the owner of all rights, title, and interest in, but not limited to, the copyright to any and all Works created, produced, or developed under a grant funded from this RFA, whether published or unpublished. Appendix ~~C~~ D contains the specific language that will be incorporated into the boilerplate language of the grant funded by CDHS/TCS. If successful in your RFA, you must comply with the copyright and ownership of materials language. Review Appendix D carefully. Changes to this language will **not** be negotiated at any time during the RFA process nor with the funded applicant.
14. Grantees are to be aware that travel and per diem rates must not exceed those amounts paid to State non-represented employees. Additionally, out-of-state travel is not reimbursable without prior written approval by CDHS/TCS.

- 3) Acknowledgement of Communication with CDHS/TCS Funded Projects Form (Attachment 4)
- 4) *Letter from the Evaluation Consultant*
- e. Applicant Capability – (No Attachment) Ten page limit for narrative portion #1, 2, and 3.
  - 1) Program Experience
  - 2) Administrative/Fiscal Experience
  - 3) Equipment
  - 4) Letters of Reference (3 required)
- f. Scope of Work, Parts I and II (Attachments 5 & 6)
- g. Budget (No Attachment)
- h. Budget Justification (No Attachment)
- i. Drug-Free Workplace Certification (Attachment 7)
- j. Agency Documentation Requirements (Attachment 8)
- k. Proof of Non-Profit Status (No Attachment)

**NOTE: ➤ DENOTES THE DOCUMENT REQUIRES A SIGNATURE BY THE PERSON AUTHORIZED TO BIND THE APPLICANT AGENCY. READ THE DOCUMENTS AND ALLOW TIME TO OBTAIN THE REQUIRED SIGNATURE.**

## **B. Application Cover Sheet (Attachment 1)**

- Item 1: Enter the legal name of the applicant. Fill in the project name. Enter the mailing address, which will appear on any subsequent agreement. Enter the name of the county in which the applicant's headquarters is located. Enter the name of the primary person to be contacted regarding this application, the phone number, and the fax number. Enter federal identification number of the applicant.
- Item 2: Enter the grant term, **July 1, 2000 to June 30, 2003**.
- Item 3: Enter the Budget amount requested for the entire grant term.
- Item 4: Indicate the location/geographic coverage of the project.
- Item 5: Check one or more of the **priority areas** that are included in the application.
- Item 6: Write in the name(s) of the special population(s) group addressed by the application.

Number of Trainings/Conferences: CDHS/TCS and its statewide contractors (e.g., Tobacco Education Clearinghouse of California, statewide public relations contractor, BREATH, Ethnic Networks, and others) typically conduct 12-14 trainings/conferences each year.

These trainings/conferences are specifically directed toward CDHS/TCS-funded projects; provide opportunities for project staff to learn from national, state, and local experts regarding evaluation, media, and advocacy; and are a means to be connected to California's larger tobacco control movement.

Length of Trainings/Conferences: Each training/conference is usually 1-2 days. A statewide conference may be 2-3 days.

Training/Conference Topics: Topics generally cover a broad range such as educational materials development, youth advocacy, in-store advertising strategies, youth access to tobacco issues, coalitions, smoke-free bars, chew/dip and cigar tobacco, transnational tobacco issues, evaluation, and spokesperson training.

Training Sites: Each training is usually offered only once. Some other trainings are offered twice: one in Northern California (Bay Area or Sacramento counties) and another in Southern California (Los Angeles, Orange, or San Diego counties).

b) Travel/Training Budget Guidelines:

Required CDHS/TCS Trainings/Conferences

(1) New Grantee Orientation:

This is a one-day session for the project director, the project evaluator, and the person who is responsible for fiscal matters. This event occurs in Year 1 only and is repeated in two different locations, usually one each in Northern California and Southern California.

Budget ~~\$200~~ \$250 per person (\$125 for travel/per diem and \$125 for registration) for 3 people to attend.

(2) Project Directors' Conference/Evaluation Showcase:

This annual event is typically a 3-day conference for 1-3 program and evaluation staff/consultants.

Budget \$1200 per person (\$1000 for travel/per diem and \$200 for registration) for a maximum of 2 people to attend. The \$1000 for travel/per diem includes 2-3 nights of lodging and airfare.

(3) Trainings/Conferences Required by CDHS/TCS and Statewide Contractors:

CDHS/TCS requires attendance at 5-10 trainings/conferences per year. Each is usually 1-2 days for 1-2 program/evaluation staff.

Budget ~~\$325~~ \$375 per person (\$250 for travel/per diem and \$125 for registration) for each person to attend 5-10 trainings/conferences.

f. Subcontracts and Consultants

Subcontracts and Consultants include both subcontractor agreements and consultant agreements. CDHS/TCS must review and approve **any** agreement costing \$5,000 or more.

A subcontractor is an individual or organization who performs a specialized task that is directly related to providing project services. Typical services provided by a subcontractor are conducting local surveys, developing anti-tobacco use education materials, coordinating large anti-tobacco use education events, etc. The use of subcontractors must be clearly defined in the Scope of Work.

A consultant is an individual whose level or area of expertise relating to the target population extends beyond that possessed by the applicant's project staff. Typical services provided by a consultant are advice on programmatic issues such as program evaluation, group facilitation, in-service training, program design and development, etc. Consultants are to be used only for activities directly related to the tobacco education and prevention program. The use of consultants must be clearly defined in the Scope of Work.

The rate paid to a consultant should be commensurate with his/her level of training, expertise, and national recognition. Every effort should be made to negotiate the lowest possible rate.

Salaries paid to a subcontractor or consultant shall not exceed those paid to State personnel for similar positions/classifications. Refer to Appendix I, Comparable State Civil Service Classifications.

List each subcontractor and consultant and provide the budgeted amount, contract term, and description of services for each.

g. Other Costs

1) Educational Materials:

This line item includes the purchase of brochures, pamphlets, posters, curriculum, training guides, videos, slides, flip charts, etc., necessary for program